

**Action Items for NOvA Working Group Meeting**  
**April 17, 2007**  
**10:30 AM – 12:00 Noon**  
**Snake Pit**

New Items:

- a) NOvA prepare a memo for ADs Holmes and Montgomery describing desired budget transfers to the new NOvA 425 WBS account. [John Cooper]
- b) Directorate move funds to Task 425. [Steve Holmes / Hugh Montgomery]
- c) Montgomery, Holmes or assignee have a prepared talk describing Fermilab's tritium handling plans for 700 kw operations. This could be given in the Management Breakout Session. [Steve Holmes / Hugh Montgomery]
- d) Seek an additional strong Mechanical Engineer for review of the Far Detector mechanical structure. [Ed Temple]
- e) Arrange a talk on NOvA's Engineering Process [engineering design development, design reviews, engineering documentation, etc.). [John Cooper, Ron Ray, Nancy Grossman]
- f) Remove tritium and Accelerator Conventional Facilities from draft report outline. [Ed Temple]
- g) Set date (between Director's and Lehman CD-2/3a Reviews), prepare charge, prepare agenda, and identify reviewers for Joint FSO / Fermilab Performance Management System (EVMS) Review. [Dean Hoffer / Pepin Carolan]

Rollover Items from Prior Meetings:

- h) Include in the Director's Review an assessment of NOvA's Engineering Design, Review and Change Process. [Ed Temple/Dean Hoffer]
- i) Update the Director's CD-2/3a Draft Agenda for changes to the plenary and breakout sessions to include the addition of ANU. Send update to Mont, Ed and Dean. [John Cooper]
- j) OPMO to arrange the logistics for the Director's and DOE's Review of NOvA. [Ed Temple/Dean Hoffer]
- k) NOvA to review their Quality Assurance Plan and assure the requirements of DOE O 414.1c are met. [John Cooper]
- l) Address actions to improve WelcomHome and WelcomRisk to support NOvA in preparations for CD-2/3a reviews. [Dean Hoffer]
- m) Status the progress on responding to the Recommendations from the Director's and DOE's CD-1 Reviews of NOvA and the ANU on-project Recommendation from Director's Preliminary Review of SNUMI [John Cooper/Nancy Grossman]
- n) NOvA to develop a scorecard on how the 14 contractor requirements from DOE O 413.3a Attachment 2 are met for the full NOvA project overall and how they are met, as applicable, for the Cooperative Agreement. This scorecard is to be presented at a future NOvA Working Group Meeting. John Cooper/ Ron Ray]